

AMENDMENT OF SOLICITATION / MODIFICATION OF CONTRACT				1. CONTRACT ID CODE		PAGE OF PAGES	
2. AMENDMENT/MODIFICATION NO. <div style="text-align: center; font-weight: bold;">Two</div>		3. EFFECTIVE DATE		4. REQUISITION/PURCHASE REQ. NO		5. PROJECT NO. (If applicable)	
6. ISSUED BY CODE				7. ADMINISTERED BY CODE			
				(If other than Item 6)			
8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP code) <div style="text-align: center; font-weight: bold;">All prospective offerors</div>				x <input type="checkbox"/>	9A. AMENDMENT OF SOLICITATION NO. <div style="text-align: center; font-weight: bold;">663-02-002,</div>		
				<input type="checkbox"/>	9B. DATED (SEE ITEM 11) <div style="text-align: center; font-weight: bold;">12/03/2001</div>		
				<input type="checkbox"/>	10A. MODIFICATION OF CONTRACT/ORDER NO.		
				<input type="checkbox"/>	10B. DATED (SEE ITEM 13)		
				CODE		FACILITY CODE	
11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS							
<input type="checkbox"/> The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers <input type="checkbox"/> is extended <input checked="" type="checkbox"/> is not extended. Offerors must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing Items 8 and 15, and returning <u>one</u> copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGEMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.							
12. ACCOUNTING AND APPROPRIATION DATA (If required)							

13. THIS ITEM APPLIES ONLY TO MODIFICATIONS OF CONTRACTS/ORDERS IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.	
<input type="checkbox"/>	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify Authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.
<input type="checkbox"/>	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation data, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY
<input type="checkbox"/>	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:
<input type="checkbox"/>	D. OTHER (Specify type of modification and authority)
E. IMPORTANT: Contractor <input type="checkbox"/> is not, <input type="checkbox"/> is required to sign this document and return _____ copies to the issuing office.	
14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible)	

The purpose of this modification is to provide additional information/clarifications to offerors. For more details please refer to Attachment.

Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.			
15A. NAME AND TITLE OF SIGNER (Type or print)		16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print)	
15B. CONTRACTOR/OFFEROR		16B. UNITED STATES OF AMERICA	
15C. DATE SIGNED		16C. DATE SIGNED	
(Signature of person authorized to sign)		(Signature of person authorized to sign)	

ANRS Implementation Support Contract RFP: Questions and Answers

(1) What does "reply to case studies" refer to in Section L.7(c)?

Answer: This is a standard system generated language. It does not apply to this RFP. Please disregard.

(2) What, if any, flexibility is there relative to the human resource development component? Will USAID consider the possibility of Ethiopians coming to the U.S. for short term periods or participate in a sandwich program?

Answer: We heartily encourage creativity and flexibility with regard to the human resource development component, but within the bounds stated in the RFP. For a number of reasons USAID/Ethiopia has decided that participant training will not include sending Ethiopians to the U.S. for short-term periods, or to participate in a sandwich program. That said, sending professors to Ethiopia to teach intensive courses, and/or external travel by participants to other countries for such courses, is fully acceptable.

(3) On Page C-2 the Regional Implementation Team is described as being chaired by the Food Security Office. Who else is on this team? Does it include non-governmental beneficiaries (such as ACSI and REMSEDA)? Do any of the chosen technical contractors participate in this team and in what fashion?

Answer: The Regional Implementation Team is responsible for coordinating and managing the USAID support program in the Amhara National Regional State, and is chaired by the Food Security Office. Its core members include representatives from USAID, the Ministry of Finance and Economic Development, the Amhara Regional Agricultural Research Institute, the Bureau of Agriculture, the Bureau of Finance and Economic Development, the Cooperative Promotion Bureau, the Disaster Prevention and Preparedness Bureau, the Regional Micro and Small Enterprise Development Agency (please note that REMSEDA is a government organization). As a coordination body the Regional Implementation team also includes non-government beneficiaries which receive USAID funding in the region, such as the Amhara Credit and Savings Institution, the Amhara Development Association, the Organization for Relief and Development in Amhara, Winrock International Ethiopia, VOCA/Ethiopia, the Ethiopian Orthodox Church, World Vision, CARE, and CRS. The contractor is expected to participate on the Regional Implementation Team in support of government counterparts and overall program coordination. For more details see the STRATEGIC OBJECTIVE GRANT AGREEMENT 663-007 JOINT OPERATIONS TEAM TERMS OF REFERENCE provided at the end of this document.

(4) On pages C-19 and C-23 there is a reference to the Technical Management Committee (which is not elsewhere defined) and its role in consulting with the Regional Implementation Team on proposing short-term technical assistance. The contractors are supposed to support this Technical Management Committee. Who is this Technical Management Committee? Are they a subcommittee of the Regional Implementation Team? Who sits on this committee?

Answer: The Technical Management Committee is responsible for the overall oversight and management of Rural Household Production and Productivity Increased (RHPP) Strategic Objective Agreement activity implementation at the Federal level. It is made up of technical-level representatives of USAID/Ethiopia, the Ministry of Finance and Economic Development, and the Amhara National Regional State. For more details see the STRATEGIC OBJECTIVE GRANT AGREEMENT 663-007 JOINT OPERATIONS TEAM TERMS OF REFERENCE provided at the end of this document.

- (5) On page F-2 it states that the SOWs for requests by the contractor for short-term TA should be included in the annual work plan that is submitted to the CTO for approval. The CTO will then seek approval of the Region Implementation Team. This is an apparent contradiction to the question above. Where does the Technical Management Committee fit in? Is the process to pass from the contractor to the CTO or rather from the contractor to the Regional Implementation Team?

Answer: As stated on page F-2, “Official requests for short-term assistance within the context of the Annual Work Plan will be submitted to the CTO, who will then consult with the Regional Implementation Team (RIT) prior to approving Contractor provision of technical assistance.” This process ensures that the CTO does not approve without at least informal concurrence from the Region. The Technical Management Team is not involved in this process. Although the contractor requests CTO approval, Regional Implementation Team concurrence with the Scope of Work may be provided informally or in writing.

- (6) Is it possible to clearly define the roles of the contractor, the ANRS institutions, the Regional Implementation Team, the Technical Management Committee and how they relate on work-plan development? This is no minor point, as we have to propose what technical role we will play in project steering. We need to know what committees we participate in, if any and what support those committees will require, if any.

Answer: See the STRATEGIC OBJECTIVE GRANT AGREEMENT 663-007 JOINT OPERATIONS TEAM TERMS OF REFERENCE provided at the end of this document.

- (7) On page C-4 in the description of REMSEDA and their five-year objectives, there is a reference to woreda level information centers, which will provide technology, market information, etc. Is this separately funded (by USAID or someone else) or is this a deliverable of the project?

Answer: The woreda centers will be directly supported by USAID as part of the overall program of activities. Although they are expected to receive some technical assistance, their operation is not part of the Implementation Support Contract.

- (8) On page C-18, it is stated that the contractor will support regional rural technology centers for developing micro-enterprise technologies and this is a deliverable. Are these rural technology centers the same centers that REMSEDA will develop? If not, can USAID funding be used to accomplish both objectives through the same woreda level office?

Answer: The Amhara Region Agricultural Research Institute is responsible for oversight of the rural technology centers. While these centers have been primarily responsible for the development of agricultural technologies (implements) in the past, the intent is to expand efforts to include micro-enterprise technologies. The centers are expected to play a role in appropriate technology development, with REMSEDA focusing on the promotion and extension of such technologies. The objective is to ensure that government supports technology development and dissemination, with the responsibility for production and use a purely private function.

- (9) Watershed Management Field/Pilot Sites: While the text mentions 4 watershed sites, the chart of initial pilot areas on page C-16 of the RFP indicates only 2 watershed sites, in Sekota Woreda of Wage Hamra Zone, and in Gubalafto Woreda of North Wollo. The watershed assessment document identified 4 pilot sites, which included in addition to the two cited areas: pilot areas in North Gondar (Laye Armachiho Woreda) and in West Gojjam (Sekela Woreda). Is this an oversight in the chart, or have the latter sites been deleted. If deleted, is the TA team tasked with identifying the additional two new sites?

Answer: Expansion to the sites in North Gondar and West Gojam will depend upon the availability of funding, and the results obtained at the first two pilot sites. Therefore, they remain as potential sites, and were not included in the chart.

- (10) USAID/E Performance Monitoring Plan (PMP): The RFP mentions that a new PMP for the RHPP Strategic Objective will be completed by 12/31/01. Is it possible to obtain a copy, so we can review the latest detailed performance indicators against which performance will be measured?

Answer: The Performance Monitoring Plan (PMP) for the RHPP Strategic Objective is still under development and refinement, will not be available before proposals are due. Proposers should understand that the indicators described in the RFP form the basis for the PMP. Proposers should also understand that the PMP is a living document, and that indicators and sources of information are subject to revision over time.

- (11) Amhara National Regional State (ANRS) Proclamations: According to the RFP, ANRS Proclamations 46/2000 and 47/2000 deal with environmental issues in the region. Is it possible to obtain English language copies of these?

Answer: Unfortunately, we do not have electronic copies of these two documents available, and are not able to make hard copies available in a timely manner.

- (12) Cross-cutting Issues: HIV/AIDS: Does USAID utilize any specific survey instruments in this regard? To what extent is this activity expected to incorporate this information in technical results measurement efforts?

Answer: HIV/AIDS indicator information will be collected in collaboration with the Essential Services for Health Strategic Objective using Behavioral Sentinel Surveys. This indicator information will be complemented with specific information gathered by implementing partners. As stated in the RFP, “the Contractor will be responsible for monitoring and reporting on the impact of program activities with relationship to the following cross-cutting theme indicators:

- a. HIV/AIDS: Regular condom use with non-regular sex partners. Precise Definition: Percentage of high risk target populations (15 - 49 years), reporting regular condom use during the most recent sexual act with a non-regular partner in the last 12 months in target areas nationally.
- b. Nutrition: Stunting among children under 5 years of age. Precise Definition: Percentage of children (6 - 59 months) nationally whose height-for-age is less than two standard deviations (SDs) from the median of the International Reference Population of CDC/WHO for that age group.

- (13) Driving: Does the specification of two drivers imply two vehicles, or will project staff be driving their own?

Answer: The specification of two drivers is part of an illustrative staffing pattern, and is not a requirement. Offerors are expected to propose the number of vehicles and support staff needed to implement the activity.

- (14) Internet: What is the extent, operation and reliability of Internet access at potential university partners?

Answer: Internet access in Ethiopia at present is not reliable, particularly outside of Addis Ababa. Even when access is available, existing E-mail services are oversubscribed and connectivity very limited. USAID/Ethiopia has been working to encourage expanded internet access and connectivity, without much progress to date.

- (15) Title II CSs: Are Title II CS currently building the capacities of local MFIs? Can CS join teams which bid on this project, or will the DevA grants put them into a “conflict of interest” situation?

Answer: The major MFI in the Amhara National Regional State (the Amhara Credit and Savings Institution) is not receiving capacity building support from any Title II CS. However, both World Vision and CRS are helping build the capacity of smaller MFIs. Cooperating Sponsors can most certainly join teams which bid on this project without being concerned about a conflict of interest.

**JOINT OPERATIONS TEAM
TERMS OF REFERENCE**

These terms of reference (TOR) provide specific details regarding the organization of the Joint Operations Team described in Annex I, Section VI of the “Rural Household Production and Productivity Increased (RHPP SO) Strategic Objective Grant Agreement (SOAG) No. 663-007, dated 13 August 2001. Annex I states that “USAID, MEDaC and the ANRS will organize a Joint Operations Team (JOT) to manage the design of specific activities, review implementation, and monitor results under this Agreement. The JOT will be composed of representatives from the Ministry of Economic Development and Cooperation, USAID, the ANRS and other organizations as the three parties may agree.”

Annex I further states that “the JOT will be responsible for dealing with all matters related to the SOAG and its amendments, including recommendations for approval by the authorized USAID and GFDRE representatives. The JOT will also organize the design and technical review of new activities, recommend formal approval of these to USAID and the GFDRE, and recommend the allocation of available financial resources to program activities. USAID and MEDaC will be responsible for calling meetings of the JOT, supervising monitoring and evaluation efforts, keeping committee members informed of progress, and performing the function of secretariat to the JOT.”

Notwithstanding SOAG references to the ANRS, this program may be expanded to include activities in other national regional states participating in the National Food Security Program. Therefore, the TOR describes the management structure under which USAID and the GFDRE will provide oversight to SOAG activities.

PRINCIPLES OF OPERATION

In performing its responsibilities the JOT will operate in a manner consistent with the following principles:

1. **Managing for Results:** The SOAG supports the GFDRE National Food Security Program by seeking to improve rural household agricultural production and productivity. The design and implementation of specific Results Packages and activities under the SOAG will seek to maximize the expected contribution of each activity to the achievement of the objective. In this regard, activity performance will be consistently and carefully monitored. If specific activities are not performing as expected they will be subject to amendment or termination.
2. **Teamwork and Participation:** The participation of stakeholders in the process of managing Results Package and activity design, implementation and monitoring is critical to the achievement of Results. Program management will emphasize a team approach to working collaboratively to achieve the common objective.
3. **Transparency and Accountability:** The process for reaching agreement on the design of Results Packages and activities, the articulation of performance indicators, monitoring, and the allocation of funds between activities will be open and transparent. In this regard, all organizations and individuals responsible for implementation and decision-making will be held accountable by the entire team for their performance.

JOINT OPERATIONS TEAM STRUCTURE

The JOT is an umbrella structure consisting of three separate bodies. These are the Management Committee, the Technical Management Team, and the Regional Implementation Team. The composition, roles and responsibilities of these bodies are described below.

Management Committee

The Management Committee will consist of the authorized representatives of the GFDRE and USAID as specified in Article 7, Section 7.2 of the SOAG. These representatives are the Vice-Minister of the Ministry of Economic Development and Cooperation (MEDaC) and the USAID Mission Director, plus any other GFDRE representatives which may be subsequently agreed upon by the authorized representatives. The Management Committee will:

1. Review the achievement of results as agreed upon in the SOAG and articulated in activity design documents.
2. Approve amendments to the SOAG, including amendments to the Amplified Program Description needed to improve performance and record the annual allocation of funds to the Agreement as recommended by the Technical Management Team (TMT). These approvals will be recorded in signed amendments to the SOAG.
3. Approve individual activities as recommended by the TMT. This approval will be recorded in Implementation Letters.
4. Approve Annual Work Plans as recommended by the TMT. This approval will also be recorded in Implementation Letters.

The Management Committee will meet at least annually, but also as needed to perform its responsibilities.

Technical Management Team

The Technical Management Team (TMT) will consist of representatives of the GFDRE and USAID designated by the authorized representatives. The core members of TMT will be representatives of the Bilateral Cooperation Department and the Food Security Unit of MEDaC, and the Agricultural and Natural Resources (ANR) Office of USAID. The TMT may be expanded as needed to fulfill its responsibilities to include representatives of the Development Project Appraisal Department and the Planning and Policy Analysis Department of MEDaC, and representatives of the national regional states where SOAG activities are being implemented. The TMT will:

1. Supervise performance monitoring and evaluation activities, review the achievement of results as agreed upon in the SOAG, and report on performance to the Management Committee.
2. Develop, review and recommend the approval of SOAG amendments, including amendments to the Amplified Program Description and the annual allocation of funds, to the Management Committee.
3. Recommend the expansion of SOAG activities to additional regions under the framework of the National Food Security Program.
4. Organize the technical review of individual activities, and recommend formal approval of these to the Management Committee.
5. Review and recommend the approval of Annual Work Plans submitted by the Regional Implementation Team to the Management Committee.

6. Develop the Annual Work Plan for the Management Line Item of the SOAG.
7. Assist in organizing RITs, and take any other actions which may be needed to facilitate program coordination and implementation.

The TMT will meet as needed to perform its responsibilities, but not less than 3 times each year. USAID/ANR and the MEDaC Food Security Unit will be jointly responsible for calling meetings of the TMT, and performing the function of secretariat to the TMT.

Regional Implementation Team(s)

Regional Implementation Teams (RITs) will be established in each national regional state where SOAG activities are implemented. RITs will include representatives of those national regional state entities responsible for the implementation of SOAG activities (Food Security Program Coordination Office, Economic Sector of the Regional Council, Bureau of Agriculture, agricultural research centers, Bureau of Planning and Economic Development), contractors and other organizations responsible for implementing activities financed under the SOAG, and representatives of USAID and the MEDaC Food Security Unit. The RIT will be chaired by the designated representative of the respective national regional state, and will:

1. Supervise the design and regional review of individual activities, and transmit the same to the TMT for review and approval.
2. Design and implement performance monitoring and evaluation activities, conduct annual performance reviews of SOAG activities, review the achievement of results as agreed upon in the SOAG, and report on the same to the TMT.
3. Recommend any changes or amendments to the SOAG and individual activities which are needed to improve performance to the TMT based upon annual performance reviews.
4. Develop a consolidated Annual Work Plan for all activities, and submit the same to the TMT for review and approval.
5. Take actions as needed to ensure the effective coordination of SOAG activities.
6. Establish linkages and ensure collaboration with other donor-funded and NGO activities which support improved food security.
7. Take any other actions which may be needed to facilitate activity implementation to achieve the desired results.

Each RIT will meet as frequently as needed to perform its responsibilities, but not less than 4 times each year. The respective Food Security Program Coordination Office of each national regional state will be responsible for calling meetings of the RIT in consultation with the core members of the TMT, facilitating coordination, and performing the function of secretariat to the RIT.